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DDA 85-0060/10  
15 March 1985

**MEMORANDUM FOR: Director of Central Intelligence**

**FROM:** Harry E. Fitzwater  
Deputy Director for Administration

**SUBJECT:** Weekly Report for Period Ending 15 March 1985

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1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

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f. As a follow-up to the 11 March discussion with the DCI on the Administration's proposed retirement legislation and the DCI signing a letter to the Director, OMB, a 20 March date has been scheduled in the Headquarters

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Auditorium for the Director of Personnel (D/OP) to brief Agency employees. His presentation will cover the current status of the Agency's efforts concerning retirement changes, the Administration's proposed changes to Federal retirement systems, and Congressional legislative activities on retirement. An Employee Bulletin has been prepared announcing this important presentation and encouraging all employees to attend.

g. The 28 February PanAm strike continues to require extra efforts by the Central Processing Branch/OP to ensure that Agency travelers are able to depart on schedule. An all-out effort has been required in rescheduling travelers with PanAm reservations to other American carriers, and in reassuring travelers worried by the strike. This past week it became necessary to approve several transoceanic flights on foreign carriers because of critical departure deadlines.

h. A meeting was held this past week with administrative officers of the FBI to learn about its recruitment and applicant processing. The Bureau representatives provided a useful overview of their activities, noting that for the first time in recent history the FBI entered FY 85 above ceiling. This success was due apparently to the inauguration of a coordinated college recruitment program which expanded contacts between the 59 FBI field offices and the local university communities and tightened accountability for the conduct of recruitment activities. Like the Agency, however, it does have difficulty in obtaining personnel for various high-tech occupational specialities. Our discussions with the FBI confirmed that sufficient manpower and an efficient, coordinated recruitment effort are the keys to a productive recruitment effort.

i. The Office of Employment/OP is continuing to expand its program of general advertising. In addition to a more intensive schedule of advertising in regional newspapers, the time has been shortened between placements in the more productive national publications, especially The New York Times and The Wall Street Journal. Experimentation with an ad placement in the news section of USA Today also is underway. This week we also provided a clerical publication in The Federal Jobs Digest.

j. The Agency's outplacement program continues to draw attention from interested parties in the private sector. The Arbor Consulting Group, which specializes in career development, human resource management and outplacement services, met with members of the Retirement Services Branch/OP. According to the discussion, the Agency's outplacement program is recognized as one of the most advanced in Government or industry.

k. In accordance with the CIA Information Act, the DCI has approved the file designations recommended by the Deputy Director for Science and Technology (DDS&T) as exempt from search, review, and disclosure under the FOIA. With the earlier approval by the DCI of the Office of Security (OS) and

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Directorate of Operations (DO) file recommendations, the file designation process has been completed. Implementation of the DS&T and DO designations await review and notification by our Congressional oversight committees that they have no objections.

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m. The Director of Training and Education (D/OTE) addressed approximately 55 recent graduates of the Career Training Program on 12 March and presented them with a program certificate and a congratulatory letter signed by the DCI. Graduation ceremonies for Career Trainees have not been held in the recent past and the entire class seemed to appreciate the gesture. We plan to hold similar program graduations in the future.

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o. The first running of the Analytical Methods Course for the National Narcotics Border Interdiction Service was held in Miami, Florida during the week of 4 - 8 March. Additionally, the initial running of the World-Wide Science and Technology Forecasting Seminar, requested by a National Intelligence Officer for DS&T, will take place from 18 - 29 March at the Chamber of Commerce.

p. DIA has requested an indication of the Agency's interest and requirements for Space Intelligence training. The Training Support Division/OTE queried the Senior Training Officers, and the results were sent to [redacted] Development Program Division/DIA, on 1 March. The DI anticipated an initial surge of approximately 34 requirements, and the DS&T requested four slots. When this course is available, it will be conducted by the Department of the Air Force, probably at a base in Colorado.

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r. As part of the intensified recruitment and processing effort being jointly conducted by the OS and OP, OS placed an advertisement for Security Officers and Polygraph Examiners in the 10 March edition of The Washington Post. A similar advertisement will appear in the 18 March edition of The New York Times. To date, five candidates have been approved for the 18 April Security Officers Recruiting and Training Program (SORT) class. Additionally, 13 external candidates are in the final stages of processing for this class. Recruitment is also under way for the June SORT class with 13 candidates currently in process.

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u. The first Certifying Officers' Course has been held by the Office of Finance. The two-day course, with twenty attendees, was held on 6 and 8 March and consisted of lectures, guest speakers, including [ ] of OGC, and case history studies. This course will be scheduled to run periodically primarily to meet the demands of new or to be designated certifying officers.

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v. An environmental inspection of the Headquarters power plant was conducted by representatives from the Virginia Air Pollution Control Board (VAAPCB). The power plant was found to be in compliance with the EPS Clean Air Act and associated VAAPCB regulations.

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x. The first of thirteen work packages for the Logistics Information Management System (LIMS) is scheduled for delivery on 18 March. Following a two-month period of acceptance testing and parallel operation, a basic operating capability should be achieved during June.

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y. During the weekend of 9 March, 11 traffic signs and eight posts were taken down on the Headquarters Compound in a continuing effort to reduce the total number of signs. This was a joint effort by representatives from the Safety Staff/OMS, OS and the Headquarters Operations, Maintenance, and Engineering (HOME) Division/OL.

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(1) Repairs on the 7th floor terrace and penthouse roofs are 98 percent complete. Planters in the 7D and 7E corridors have been replaced.

(2) Cafeteria renovations are now 40 percent complete. Progress is slow because the contractor is working on this project only on weekends. The designs for adding acoustical treatment to ceiling and wall areas have been completed. They will be given to the contractor and a cost proposal will be requested. Upon receipt and evaluation of the proposal, the contractor will be directed to expedite the renovations.

(3) On 7 March, a Cost-Plus-Fixed-Fee contract was negotiated with Mitre Corporation in the amount of \$320,751. The contract is for a technical study which will examine alternatives and recommend to OIT which major computer configurations should be relocated and what resources will be needed to make the move to the new building.

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(5) The barricades at the Route 123 entrance seem to be working properly. A diagnostic board was attached to these barricades for 6 days and no trips were recorded. A contractor's representative will be on site this week to make some minor adjustments and finish up the remaining tasks. Shortly, thereafter, the Physical Security Division/OS will make a decision concerning the acceptance of the barricade systems. State, FBI and DOD have had similar "settling in" problems and several vehicles damaged with their pneumatic barricade systems.

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(8) GSA has signed a contract with Centex Corporation to construct the Headquarters New Building Expansion on the Headquarters Compound. This contract is in the amount of \$96,467,650. A preconstruction meeting with Centex representatives, GSA, the New Building Project Office, and OS has been set for 1000 hours on 22 March. Centex Corporation personnel are expected to be on site working in the very near future.

3. Significant activities anticipated during the coming week:

None.

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Harry E. Fitzwater

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ORIG:DA/PO [redacted] be(15 Mar 85) [redacted]

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